
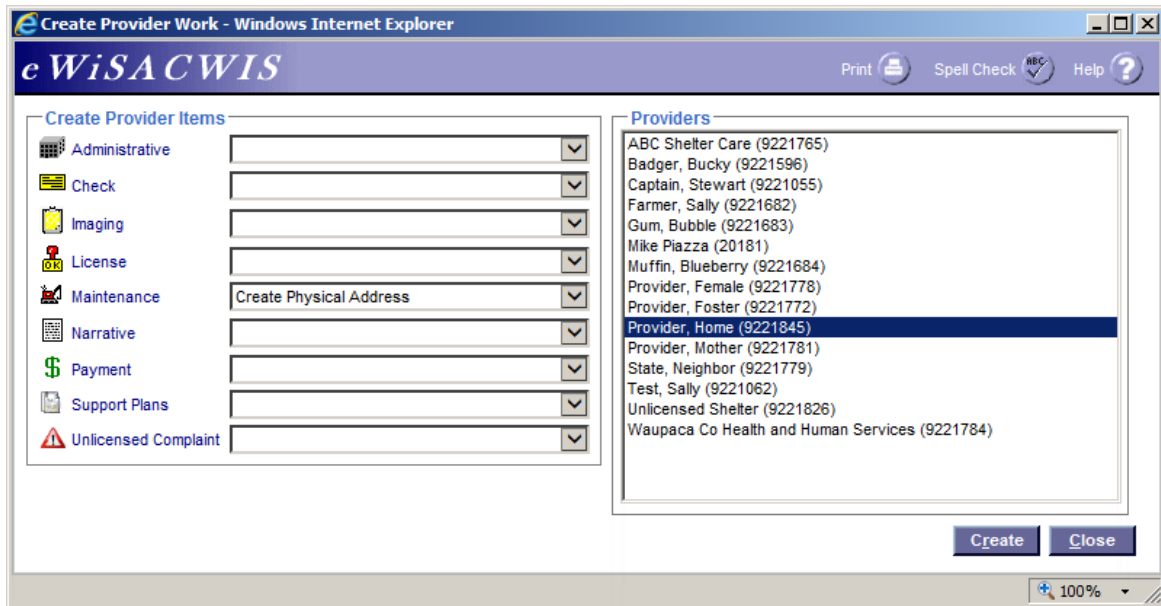


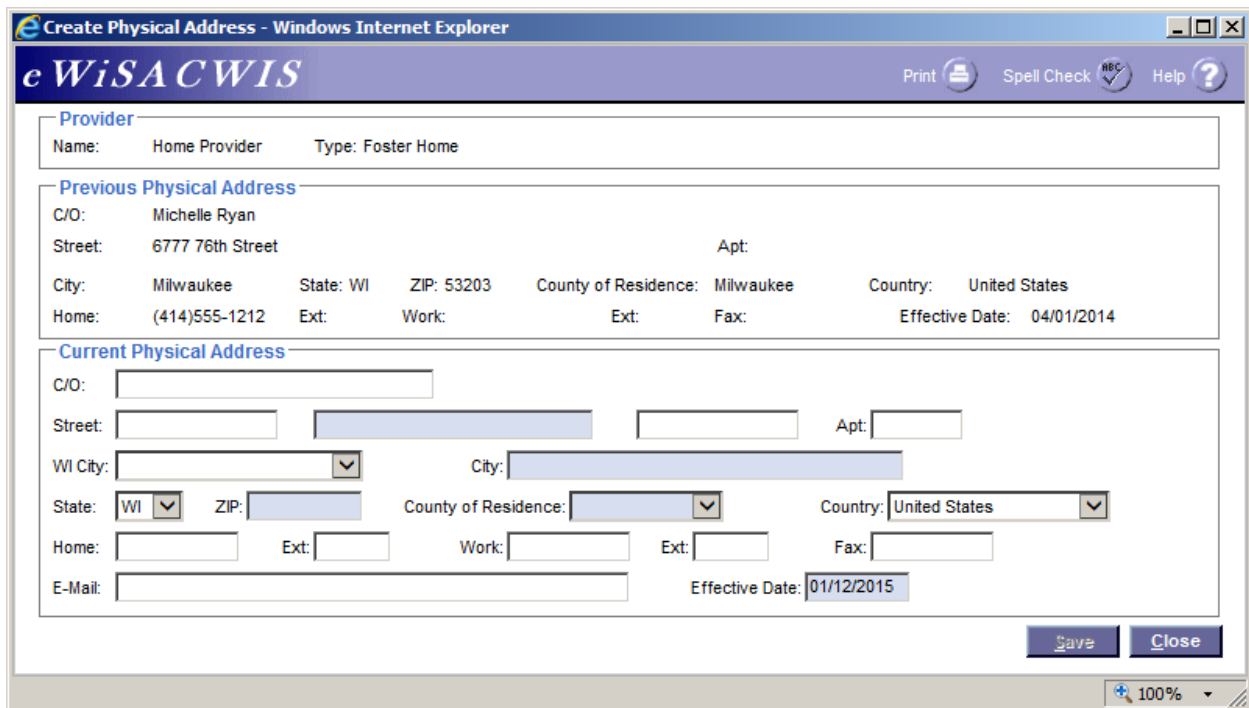
## Change a Physical Address

**Note:** In order to change a provider's address, you need an assignment to the provider record.

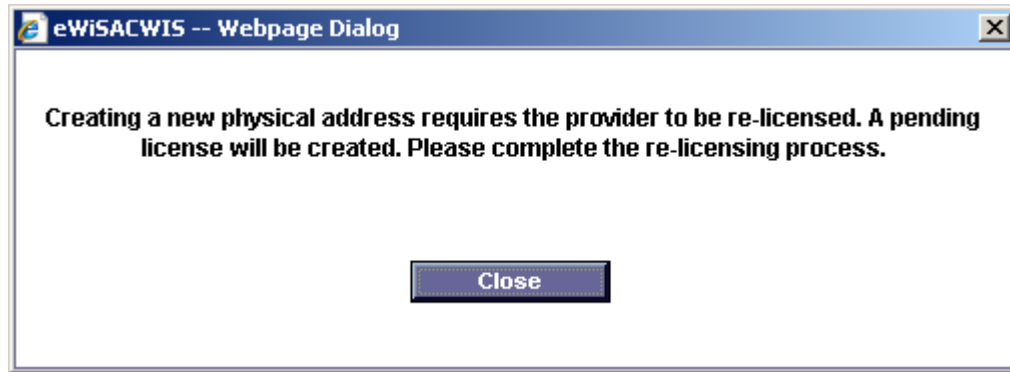
1. From the desktop, click the  button . This will open the Create Provider Work page.
2. On the Create Provider Work page, select Create Physical Address from the Maintenance drop-down and select the appropriate provider. Click the Create button. This will open the Create Physical Address page.



3. On the Create Physical Address page, the Previous Physical Address box pre-fills with the current address. In the Current Physical Address box, enter the Street address, City, Zip, County of Residence, and Effective Date of the provider's new address. The Effective Date will default to today's date, but it can be changed. The remainder fields are optional. Click Save.



4. If the provider has an Active-Regular license, you will receive the following message:



Click the Close button on the message.

**Note:** When a provider moves and a new physical address is entered, eWiSACWIS closes the current license the day before the Effective Date entered on the Create Physical Address page and creates a new pending license as of the Effective Date.

5. On the Create Physical Address page, click the Close button to return to your desktop.
6. If the provider had an Active-Regular license, access the new Pending license from your desktop and complete the re-licensing process. Please see the associated [Modifying a License](#) User Guide.

